

# Commute Trip Reduction Credit Annual Application

For: January 1, 2012 through December 31, 2012

Calendar Year

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Business Name: \_\_\_\_\_ DOR Tax Reg. Number: 

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Contact Person (print): \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

## I. Calculation of Commute Trip Reduction (CTR) Credit

- Number of employees for which incentives were paid from January 1, 2012 through December 31, 2012 \_\_\_\_\_
- CTR incentives paid from January 1, through December 31, 2012 (maximum \$120 per employee):

\$ \_\_\_\_\_ x .50 = \$ \_\_\_\_\_

- Maximum of \$200,000 CTR credit per employer or property manager per fiscal year \$ 200,000.00

## II. Total Available Commute Trip Reduction Credit

- Possible CTR credit amount for this fiscal year (the lesser of lines 2 or 3) \$ \_\_\_\_\_

## Instructions for Completing Commute Trip Reduction Credit Annual Application

### How do I use this form?

- ▶ Use black ink and return the original form to the Department of Revenue by January 31, 2013.
- ▶ Alternatively, apply online through My Account at dor.wa.gov.

### Section I.

#### Calculation of Commute Trip Reduction (CTR) Credit

- Indicate the number of employees for which incentives were paid from January 1, 2012 through December 31, 2012.
- The amount of the credit is 50 percent of the amount paid to or on behalf of each employee for ride sharing, car sharing, using public transportation, or using non-motorized commuting. The maximum amount paid is \$120 per employee, credit may not exceed \$60 per employee per fiscal year.
- Maximum is \$200,000 per employer or property manager.

### Section II.

#### Total Available Commute Trip Reduction Credit

- Enter the lesser of the lines 2 or 3. This will give the possible CTR credit amount for this fiscal year.

### What if the cap is met?

- When the statewide cap is met, the CTR credit applied for will be reduced proportionally.
- Any unused credit approved for this fiscal year could be carried forward and used in subsequent years until June 30, 2013.

### Mail application to:

- **Taxpayer Account Administration**  
**Attn: Special Credits and Assessments**  
**PO Box 47476**  
**Olympia, WA 98504-7476**

### Need Help?

- Internet Assistance - Go to DOR's home page at dor.wa.gov
- Telephone Assistance - Call the Department of Revenue at (360) 902-7175.

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov> or call 1-800-647-7706. Teletype (TTY) users may call (360) 705-6718.